



LOUISVILLE METRO

COMMUNITY SERVICES AND REVITALIZATION

To: *VB* Virginia Peck, Director and Laura Grabowski, Asst. Director
From: *JB* Catherine Hughes and Anna Wallace, Rehab Housing Program Supervisor
Date: January 9, 2013
Subject: New Directions employee seeking Portland NRSA assistance

In accordance with the Conflict of Interest Policy for the Department of Community Services and Revitalization, employees of CDBG and/or HOME administrators seeking assistance from a federally funded program must disclose their relationship and be granted approval on behalf of the Department Director.

Janet R. Smith, a Property Manager, has been employed with New Directions Housing Corporation for approximately 4 ½ years and on Feb. 12, 2013 applied for home repairs with the Portland NRSA program. The applicant was determined income eligible and has been approved for participation in the Portland NRSA program.

Along with New Directions Housing Corp., LMCSR is committed to complying with HUD regulations specifically CDBG regulations governing conflict of interest under CFR 92.356(b) and CFR 570.311(b).

The Compliance Division is seeking to conduct a public notice disclosure for a 15 day period posted to the LMCSR website and upon ending we will submit a written request for an exception from the Department of Housing and Urban Development local CPD Office.

If additional information is needed, please contact myself or Anna Wallace.

Attachments: NDHC Conflict of Interest letter and Employee Conflict of Interest Disclosure Form



New Directions Housing Corporation

February 12, 2013

Anna Shobe-Wallace
Louisville Metro Community Services & Revitalization
810 Barret Avenue
Louisville, KY 40204

Re: Janet Smith Conflict of Interest

Dear Ms. Wallace:

Janet Smith has been a long-term employee of New Directions Housing Corporation for nearly 4 1/2 years. She currently serves in the role of Property Manager in which the capacity of her duties include onsite housing management of low-income and tax credit units. She reports directly to the executive Property Management Department staff.

Janet Smith resides within the Portland NRSA boundary lines and she, just as many neighbors and friends, received information regarding the Portland Pride initiative through marketing efforts i.e. Portland Anchor news and materials provided by New Directions in conjunction with Portland Now neighborhood association support and the Habitat of Humanity partnership.

This applicant was determined as income -eligible status on **2/21/2012** at ~98% AMI. Please view the attached Conflict of Interest document, in respect to the CDBG conflict of interest agreement, mandated by New Directions as a sub-recipient of NRSA funds.

Please let me know if additional information is needed to comply with any further compliance review protocols.

Sincerely,

Michael Gardner
Director, Home Ownership Preservation
New Directions Housing Corporation
1000 E. Liberty Street
Louisville, KY 40204

Make Community Happen!





New Directions Housing Corporation





New Directions Housing Corporation

EMPLOYEE CONFLICT OF INTEREST DISCLOSURE FORM

SECTION A: To be completed by New Directions Employee

Printed Name of Applicant: Janet R. Smith

1. Is applicant a New Directions Employee: Yes ☒ No ☐
If Yes, Current Position: Property Manager Department: Housing Management
Name of Current Supervisor: Bridgette Johnson
Program/Service applying for: Portland NRSA

2. Why are you applying for this program?
Need home repairs; resident of Portland neighborhood

3. How did you hear about this Program/Service?
Neighborhood newspaper

4. Do you have a spouse, immediate family member or relative currently employed by New Directions?
Yes ☐ NO ☒

5. If 'Yes' List the name(s) Of the Employee(s), relationship, job title and department(s):

6. Name: _____ Relationship: _____
Title: _____ Department: _____

7. Is applicant a relative of a New Directions Employee: Yes ☐ No ☒

8. Name of New Directions Employee: _____

9. Relationship to New Directions Employee: _____

10. I have read and understand all of the New Directions Housing Corporation Personnel Policies:
Yes ☒ No ☐

11. New Directions Applicant is applying for:

- ☒ Program(s) Service(s) administered by the Home Ownership Preservation Department
- ☐ Program(s) Service(s) administered by the Resident Services Department
- ☐ Program(s) Service(s) administered by the Real Estate Development Department

Brief Statement Describing Potential Conflict of Interest:

Don't know of any

Are there any other potential conflicts of interest? Yes ☐ No ☒

I, the undersigned, affirm that my responses on this form are true and have been completed to the best of knowledge and that I have disclosed any/all potential conflicts of interest. I further affirm that I will comply with all requirements of the application process and have not/will use my position as a New Directions Housing Corporation employee or any relationship I may have with any Department employee to influence my acceptance in this program. I also understand that employees are subject to the New Directions Housing Personnel Policies and that I could be disciplined, up to and including termination, for any violation of those policies. I affirm that I recuse myself from any direct or indirect involvement in all procedures that apply to my application(s) or my family member(s) application, in determining the process of eligibility required by the programs administered by New Directions Housing Corporation.

Janet H. Smith
Printed Name of New Directions Employee

Janet H. Smith
Signature of New Directions Employee

2-12-13
Date

Subscribed and sworn to before me, this 12th day of February, 20 13.

Kiffany Griffin
Printed Name of Notary

[Signature]
Notary Signature

[SEAL]

My commission expires: February 3, 2016

Michael Gardner
Signature of Department Director

2-12-2013
Date

END OF DOCUMENT